

CITY OF GLENDALE

TITLE: Deputy Field Operations Director CLASS CODE: 937

REPORTS TO: Field Operations Director RANGE: 35

DEPARTMENT: Field Operations FLSA: E

JOB SPECIFICATION DATE: December 1, 2005 kd

JOB SUMMARY:

Assists the Field Operations Director in planning, organizing, coordinating and managing the Field Operations Department.

ESSENTIAL FUNCTIONS:

1. Assists the Field Operations Director in planning, organizing, coordinating and managing the Field Operations Department or other divisions such as Solid Waste.
2. Initiates, plans, organizes, prioritizes and coordinates projects related to the activities of the division.
3. Assists the Field Operations Director in establishing long and short term goals and sets priorities for the division.
4. Writes and reviews bid specifications for containers, equipment, tools and other materials; develops and manages contracts for vendor services.
5. Performs financial rate analyses and makes recommendations to establish public rates for solid waste collections and landfill disposal; and to establish charge backs for landfill disposal and equipment management internal services.
6. Develops and manages consulting contracts for the assigned division.
7. Reviews and provides staff direction to resolve new or complex operational problems.
8. Assists the Field Operations Director in overseeing budget preparation, presents justification for budget requests, and monitors budget expenditures for operational efficiency.
9. Coordinates division service delivery with other city departments, outside public agencies and private companies.
10. Participates and leads various interdepartmental project groups, special projects and task forces.
11. Monitors legislation and develops policies and programs to ensure compliance with federal, county, and local laws and regulations.
12. Consults with and advises department heads in effective management improvements.
13. Supervises and participates in a variety of studies involving city department or other public jurisdictions.
14. Communicates with city departments to determine changing needs and problems, coordinates departmental activities and explains departmental policies and procedures.
15. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

DEPUTY FIELD OPERATIONS DIRECTOR

SECONDARY FUNCTIONS:

16. May act as Director in their absence.
17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Civil Engineering and the principles and practices of municipal administration with particular knowledge of public works administration.
Application of regional government practices to public works management.
Research techniques, methods and procedures.
Modern management principles and practices.
Federal, state, and local codes and regulations in the solid waste field.
Modern methods, principles, and practices of municipal refuse and recyclables collection and solid waste disposal.
Application of regional government practices to public works management.

Skill in:

Applying above state knowledge and principles
Establishing and maintaining effective working relationships with those contacted in the course of work
Supervision, personnel, administration and budgeting
Project organization, management and control

Ability to:

Perform a broad range of management responsibility over others
Provide leadership in implementing City and department policies and programs
Communicate clearly and concisely both orally and in writing
Analyze, interpret and report research findings, and recommendations

WORKING CONDITIONS:

Generally in an office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree (Master's preferred) in Public or Business Administration and five years of progressively responsible experience including three years of supervisory experience.

Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities is qualifying.